

Bylaws of the Grove Elementary School Improvement Council

Article 1 — Name

The name of the organization is the **Grove Elementary School Improvement Council** (SIC).

Article 2 — Purpose

1. **Scope of Authority:** The purpose of the Grove Elementary School Improvement Council is to:
 - Assist in the development, implementation, monitoring, and evaluation of the five-year School Improvement Plan (also known as the "School Renewal Plan" or "Strategic Plan").
 - Assist in the preparation of yearly Plan updates, including writing the annual *SIC Report to the Parents*, which is to be distributed no later than April 30 of each year.
 - Prepare, together with the Principal, the annual narrative for the South Carolina School Report Card.
 - Provide other assistance as requested by the Principal or local school board.
2. **Limitations:** The Council will not have the powers and duties reserved by law or regulation to the local school board.

Article 3 — Number and Type of SIC Members

1. **Composition:** The SIC will be made up of the following representatives:
 - **Six (6) parents** elected by parents of students enrolled in the school.
 - **Two (2) teachers** elected by teachers assigned to the school.
 - **Four (4) members** of the local community appointed by the Principal. The Principal will make these appointments and strive to reflect the diversity of the student body and local community.
 - **The Principal** as an ex-officio member.
 - **Additional Ex-Officio Members:**
 - Assistant Principal(s) of Grove Elementary School
 - Current PTA/PTO Chairperson
 - Title I Facilitator (when funded)
 - *Note:* If an individual holding an ex-officio position is unable to serve on the SIC for any reason, an appropriate substitute shall be named by the organization that individual represents.
2. **Proportion Standard:** The SIC shall at all times be made up of a total of twice as many elected members (8) as appointed members (4), as required by state law. Ex-officio members are not counted in this calculation.

3. **Voting Rights:** Each elected and appointed member of the SIC shall have one vote. The Principal, as an ex-officio member, shall also have one vote. Other ex-officio members shall not have a vote.
4. **Creation of Additional Ex-Officio Positions:** Ex-officio positions in addition to those listed above may only be created by the SIC through a properly adopted amendment to these bylaws. These additional ex-officio members have a voice but shall not be voting members.
5. **Proxy Voting:** No SIC member may vote by absentee ballot or proxy.

Article 4 — Nomination, Election, and Appointment Procedures

1. **Timeline:** Nominations and elections for SIC parent and teacher representatives will be held each year no later than September 30. The specific date, time, and location will be determined by the SIC annually and publicized in advance within the school community. The Principal will appoint community member representatives, in consultation with elected SIC members, no later than October 15 of each year. Council members will assume their responsibilities immediately upon election or appointment.
2. **Parent Elections:** The SIC, in consultation with the Principal, will develop and approve procedures for parent nominations and elections that are fair and encourage participation by all parents. Communication regarding schedules and procedures will be sent to all eligible parents using the most effective methods available.
3. **Teacher Elections:** Teachers will nominate and elect their representatives to the SIC during a regularly scheduled faculty meeting.
4. **Record Retention:** The SIC will keep the results of parent and teacher elections on file, including vote totals for all candidates, for a period of at least two (2) years.
5. **State Reporting:** In order to comply with state law reporting requirements, the Principal or designee will enter the names and contact information for the current school year's SIC members into the online SC-SIC Member Network no later than November 15.

Article 5 — Terms of Office

1. **Elected/Appointed Terms:** The term of office for all elected and appointed SIC members is two (2) years. Terms will be staggered so that the terms of office of half of all SIC elected and appointed positions expire at the end of each year.
2. **Ex-Officio Terms:** The term of office for an ex-officio member will continue for as long as that individual holds the qualifying position or office.
3. **Term Limits:** There is no limit on the number of terms that an SIC member may serve.

Article 6 — SIC Officers

1. **Positions & Selection:** The officers of the Grove Elementary School Improvement Council will consist of a **Chairperson**, **Vice Chairperson** (or Co-Chairperson), and **Secretary**. The SIC will elect these officers from among its elected and appointed

members during the first regular meeting after annual elections and appointments are completed. The term of office for officers is one (1) year.

2. **Eligibility:** Any elected or appointed SIC member is eligible to run for office, except that all three officer positions may not be held at the same time by the same type of representative. Ex-officio members, including the Principal, are not eligible to serve as, or vote in the election of, SIC officers.

Article 7 — Duties of Officers

1. **Chairperson:**
 - Preside at all meetings and maintain general supervision of Council activities in partnership with the Principal.
 - Prepare agendas in consultation with the Principal and ensure distribution and public posting at least 24 hours prior to meetings.
 - Retain the right to modify agendas and direct meeting pace to accomplish goals.
 - Appoint members to standing and temporary committees as needed and serve as an ex-officio member of all committees.
2. **Vice Chairperson:**
 - Preside at meetings in the absence of the Chairperson and assist the Chairperson as requested.
3. **Secretary:**
 - Maintain full and accurate accounts of proceedings and actions (minutes) and ensure timely distribution to members.
 - Prepare official correspondence as requested by the Chairperson.
 - Maintain an official file in the school administrative office containing past agendas, minutes, sign-in sheets, correspondence, reports, and bylaws.
 - Maintain a contact list of all SIC members with phone numbers, addresses, and email addresses.

Article 8 — SIC Committees

1. **Standing Committees:** The SIC may establish, by a majority vote recorded in the meeting minutes, one or more standing committees to assist in efficient operation.
2. **Temporary Committees:** The SIC may establish, by a majority vote recorded in the meeting minutes, temporary committees of teachers, parents, business leaders, and citizens to study specific issues. Members do not need to be on the full SIC, but each temporary committee must include at least one SIC member.
3. **Appointments:** The SIC Chairperson will appoint committee members and designate committee chairpersons.
4. **Accountability:** Committees shall regularly report and remain accountable to the full SIC, with their scope restricted to assigned tasks.

Article 9 — Membership Termination and Vacancies

1. **Termination Conditions:** SIC membership terminates immediately when:

- A parent representative no longer has a child enrolled in the school.
 - A teacher representative no longer holds a teaching position at the school.
 - An elected or appointed member submits a written resignation to the Chairperson.
 - An elected or appointed member is elected to the district school board.
2. **Elected Vacancies:** If an elected parent or teacher position becomes vacant before term completion, the candidate receiving the next highest vote total in the most recent election will fill the vacancy. If unavailable, the SIC Chairperson, in consultation with the Principal and full SIC, will appoint an eligible representative to serve the remainder of the term.
 3. **Appointed Vacancies:** If an appointed community member position becomes vacant, the Principal shall appoint an eligible community member to serve the remainder of the term.

Article 10 — Meetings

1. **First Meeting:** The first regular meeting of the school year will be held no later than September 30.
2. **Schedule:** The annual meeting schedule will be established at the first meeting and posted on the school website, monthly calendar, and/or school grounds. Meetings will be scheduled at times balancing the needs of parents, community members, teachers, and administrators.
3. **Frequency:** The SIC will meet monthly during the school year (December optional). Special meetings may be called by the Chairperson or Principal with at least 24 hours advance notice.
4. **Public Access & Participation:** All meetings are open to the public. Requests to be placed on the agenda must be submitted in writing or via email to the Chairperson or Principal at least five (5) days prior to the meeting. The Chairperson may schedule an open public comment segment as time permits.
5. **Standing Reports:** The Principal or designee will be scheduled on every agenda to share school updates, successes, and concerns. Committees will report as scheduled.

Article 11 — Decision Making

1. **Consensus & Voting:** Whenever possible, decisions will be made by consensus. If a vote is required, a simple majority of voting members present will constitute an action of the SIC.
2. **Quorum:** A simple majority of the voting members of the Council constitutes a quorum.

Article 12 — Training

1. **Orientation:** At the beginning of each school year, the SIC will ensure members have access to information regarding roles, responsibilities, and district policies.
2. **Workshops:** Members are encouraged to attend SIC training workshops sponsored by the district office or the South Carolina School Improvement Council (SC-SIC).

Article 13 — Bylaw Amendments

1. **Procedure:** These bylaws may be amended at any regular meeting by a **two-thirds (2/3) vote** of members present, provided that:
 - The amendments were introduced at a regular meeting held within the previous three months.
 - The amendments were included in the distributed minutes of that meeting.
 - The amendments are explicitly listed as an agenda item for the current meeting.